



## Request for Out of State Expenditures

To help maintain the integrity of the allotment accounts, all expenditures incurred out of state must have prior written permission by the CCSD Superintendent. This is a requirement under state regulation 4AAC 33.422(f)(1). The following information is required:

Student's Name:

Date of Expense:

Cost:

Name of the course for which this expense is necessary:

Describe Expense:

Educational purpose and justification:

Is there a similar service offered in the state?                      YES or NO

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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PACE Use Only

\_\_\_\_\_ Permission granted.

\_\_\_\_\_ Permission denied. Reason: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_